



Audio ONLY Ordering Instructions

The United States Bankruptcy Court for the District of Utah uses a digital audio recording system for court hearings. Interested parties may obtain recordings of hearings on a CD for a fee of \$30 by completing the ["Hearing CD Order Form."](#) [1] The completed form should then be delivered to the court with the fee (personal checks NOT accepted). The ordering party will be contacted when the CD is ready to be picked up. The ordering party may leave a self-addressed envelope with proper postage if they would like the CD returned to them in the mail.

NOTE: The First Meeting of Creditors (341 Meeting) is a meeting administered by the United States Trustee's office. To obtain an audio recording of a First Meeting of Creditors, please contact the United States Trustee's office at 801-524-5734.

Typed Transcript Ordering Instructions

A typed transcript of a hearing may be obtained by completing the [Notice of Transcript Order Form \(Non Appeal\)](#) [2]* and then forwarding the form to the transcriptionist for completion. Please note that if you are requesting a transcript for a case that is on appeal, pursuant to FRBP 8009, you are required to file the transcript order form - [Notice of Transcript Order Form - Appeal](#) [3] with the court along with forwarding a copy to the transcriptionist.

Prior to ordering the transcript, check to see if the transcript has already been requested or already filed:

1. Using PACER (<https://www.pacer.gov> [4]), check the docket to see if the transcript of the hearing has already been filed. If already filed, download the transcript and print a copy. A copy of a filed transcript may also be obtained through the Bankruptcy Court Clerk's Office, however, standard copying rates will apply (\$.10 / page).
2. Contact Kathy Maestas (801-524-6578) or Kyle Crockett (801-524-6634) to see if the transcript is in the process of being transcribed

If the transcript has not been requested, follow the steps below:

1. Contact a court approved transcriptionist to contract for transcription of hearing. Please note that transcriptionists are not employed or contracted by the Court. Fee arrangements are to be made between the parties and the transcriptionist.
2. Complete Notice of Transcript Order Form with all appropriate information.
3. Forward the completed order form to the contracted transcriptionist. For a transcript for a case on appeal, pursuant to FRBP 8009, you are required to file the transcript order form with the Clerk's Office along with forwarding a copy to the transcriptionist. If filing the Notice of Transcript Order Form - Appeal electronically, please use the CM/ECF event code "Transcript Ordered re: Notice of Appeal."
4. Correspond with contracted transcriptionist to get a copy of the requested transcript.

Transcriptionists

Ed Young
801-328-3202

CitiCourt, LLC
801-532-3441

Carolyn Erickson
801-523-1186



Transcripts

Published on District of Utah (<https://www.utb.uscourts.gov>)

Karen Murakami
801-328-4800

M. Amanda Richards
801-369-3699

Depomax Merit
801-328-1188

Patti Walker
801-328-4800

Q&A Reporting
Mindi Monson
801-484-2929

Laura Robinson
801-364-5440

Source URL: <https://www.utb.uscourts.gov/transcripts>

Links

- [1] <https://www.utb.uscourts.gov/forms/hearing-cd-order-form>
- [2] <https://www.utb.uscourts.gov/forms/transcript-order-form-non-appeal>
- [3] <https://www.utb.uscourts.gov/forms/transcript-order-form-appeal>
- [4] <https://www.pacer.gov>